



# Y2K Virtual Town Hall

## Planning Brief

Office of DON CIO

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# The Y2K Virtual Town Hall

## **Purpose:**

- Carry senior leader commitment from the top
- Surface unaddressed concerns
- Enable Y2K workforce to converge on next steps

**Place:** Acquisition Center of Excellence (ACE), Building 22 of the Washington Navy Yard

**Time:** 15 June 1999 from 1300-1500

## **Production Partner:**

- Naval Media Center

## **PR Partner:**

- CHINFO



*Ensuring that we are ready*



# List of Participating Organizations

Under Secretary

VCNO

ASN (I&E)

ASN (RD&A)

ASN (M&RA)

ASN (FM&C)

OGC

N4

DC/S (I&L)

N6

DC/S (M&RA)

N1

Naval IG

FMBE

OLA

BUMED

CINCLANTFLT

ACMC

CINCPACFLT

CINCUSNAVEUR

NAVAIRSYSCOM

NAVSUPSYSCOM

NAVSEASYSYSCOM

MARCORSYSCOM

NAVFACENGCOM

SPAWARSYSCOM

AC/S C4I

DONCIO

CHINFO

Naval Audit Service

DASN (C4I)

Enclosure (2)

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Mr. Koskinen, President's Y2K Counsel

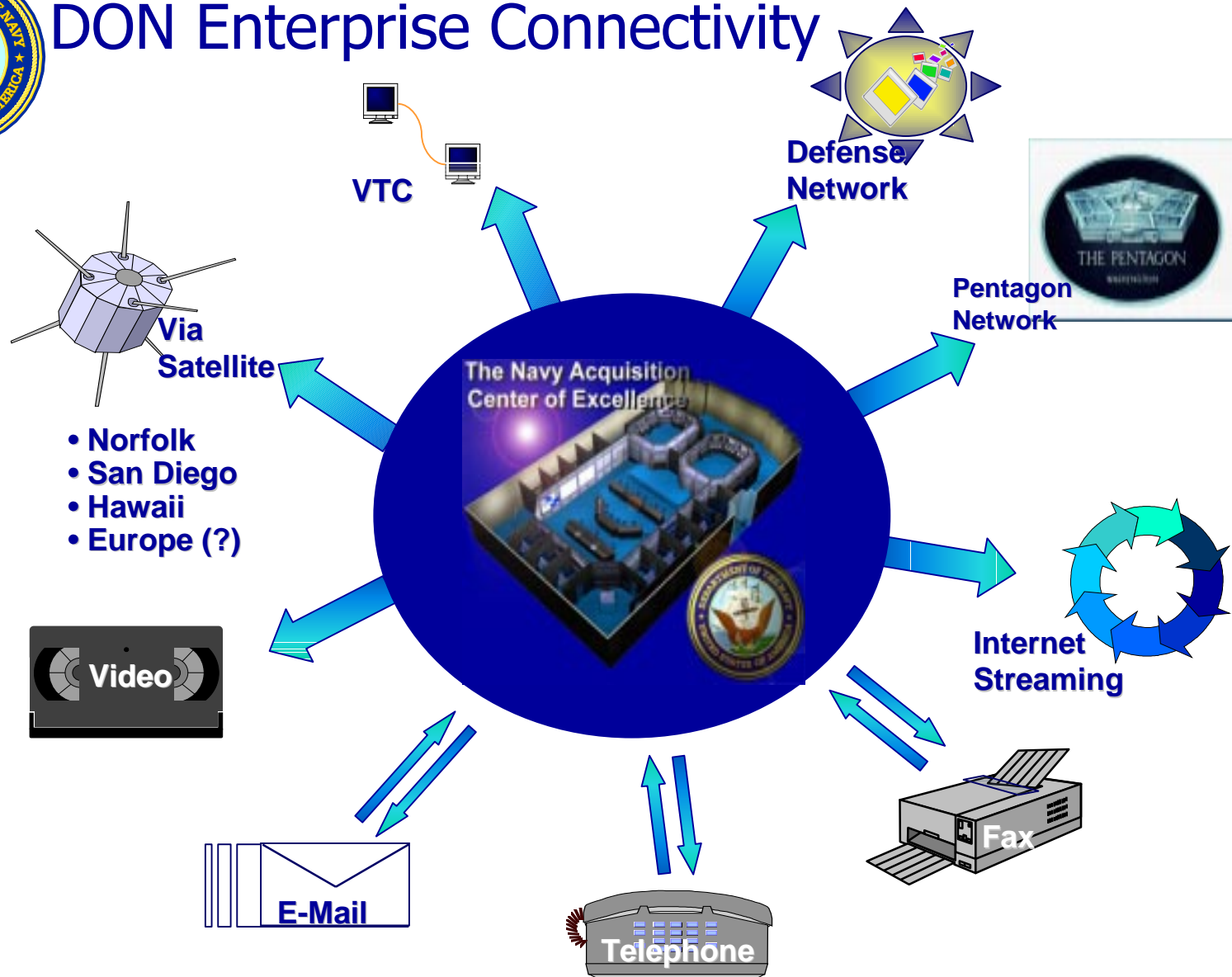


# Background and Experience

- Two previous DON VTHs held during AR Stand downs (1997 and 1998)
- Early concerns of participants
  - How visible will I be?
  - What will be discussed?
  - Will I have the appropriate answer?
  - Can this thing fail?
- Feedback from participants following event
  - This really worked.
  - First time this team has really interacted.
  - I didn't expect to feel good about this.
  - My office thought I looked great on TV.

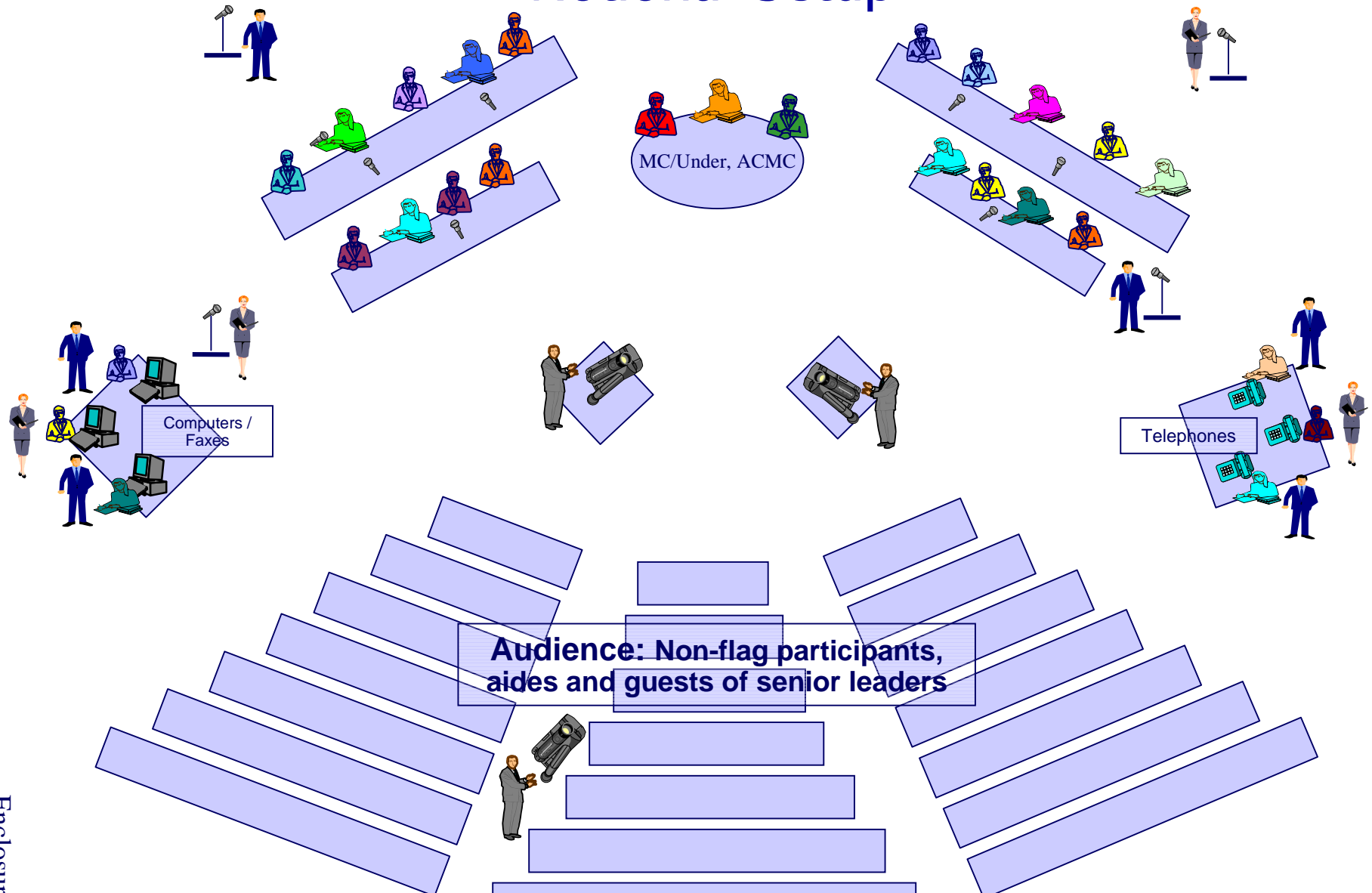


# DON Enterprise Connectivity



*Connectivity packages will be sent to Y2K action officers and Fleet*

# Notional Setup

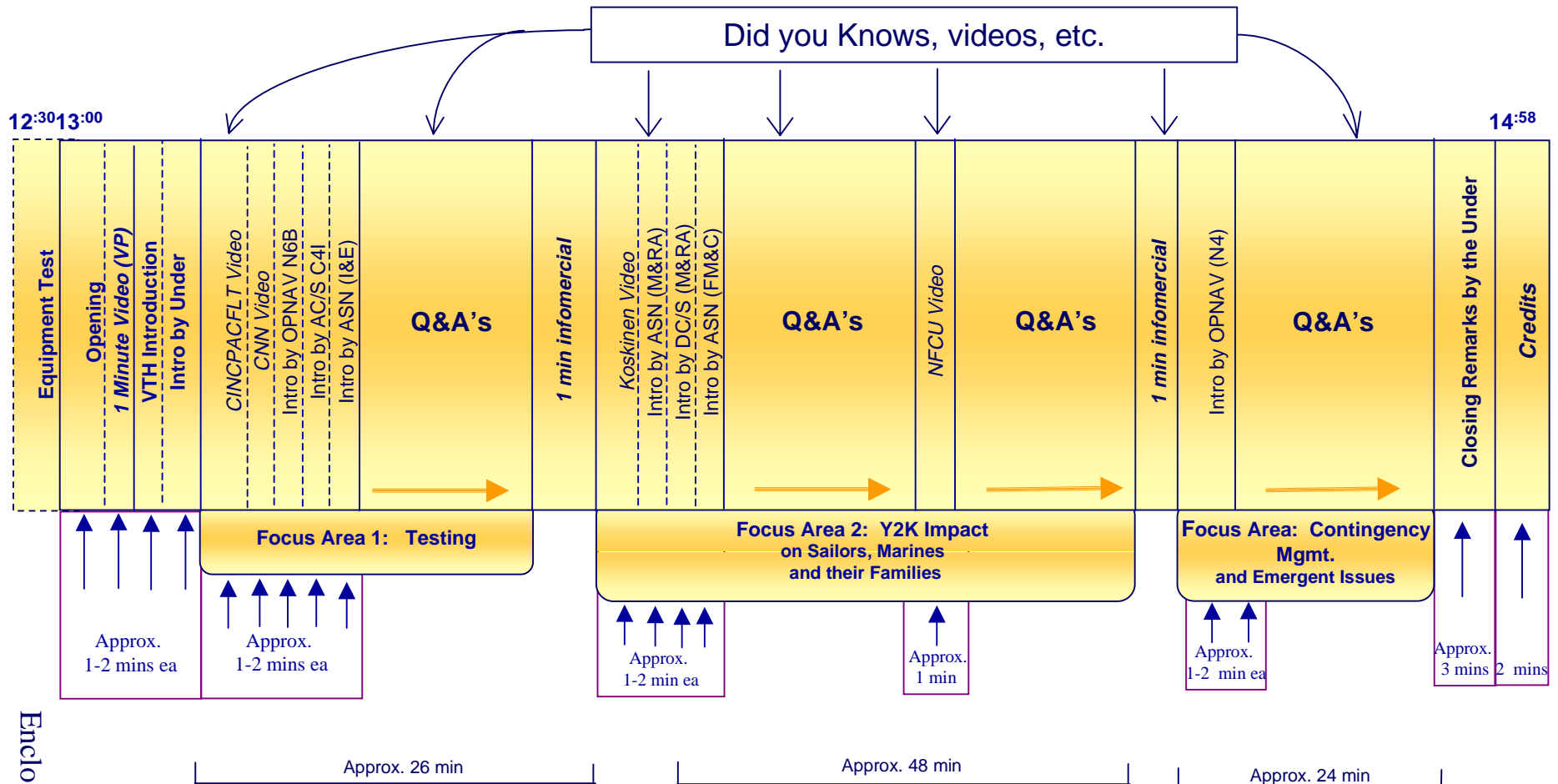


Enclosure (6)

Support team drawn from DON CIO, USN and USMC Y2K offices

# Notional Schedule

## *Into the Year 2000 and beyond...*



\*Items in Italics are pre-recorded



# Infomercials

- CNN BGSIT Video
- One-minute spots developed for Fleet
  - Home / Personal Concerns
  - Public Domain
  - Navy / Marine Corps Concerns
- Did you knows
  - Y2K factoids
  - Important info sharing
- Virtual Message from President (pre-recorded)





# Y2K Virtual Town Hall

## Involvement of Senior Leaders

- Serve as introductory speakers for focus areas (4-5 people)
- Rotate on phones or computer terminals to respond to incoming questions
  - 3 Focus areas x 6 seats = 18 opportunities
- Participate in Q&A's / field appropriate questions from phone, fax, and local audience
  - 8 - 18 questions per focus area...can be directed by the Under
  - High camera visibility



# Enabling Success

Connectivity Information  
Broadly Disseminated

Pre-Questions  
from Y2K Action Officers

Notional Scenario-Package  
to Senior Leaders

DON Naval  
Media  
Center

DON CIO  
Team

Pre-Production  
Verbal Run-thru

CHINFO Team

Work Script  
and Presentations  
with  
Introductory Speakers

Rehearsal  
for Aides, etc.

FOLLOW-UP

- Quick Look Report of event to President's Council, DoD Public Affair Office, and DEPSECDEF

- Thank-you letters to support teams

- Thank-you letters to participants from Under

- Q&A's available via the Internet

- Videos distributed to world-wide Y2K leads and ships

- Clips from video on the Internet

- Videos provided to all participants



# Ensuring Success

- Under announcing Town Hall through ALNAV message
- Principal participation
- Senior leaders encouraging participation through organizational channels
- CHINFO Publicizing
- DON CIO team networking and promoting event
- DON CIO contingency planning



## Next Steps

- Keep you updated on attendee and downlink confirmations
  - Every Week for Staff Mtg and overall Status Check
- Work with your speech writers
  - 3 minute opening
  - 3 minute closing
- Provide you copies of info packets going to senior leaders
- Coordinate with your EA on logistics and rehearsal
- Field any questions that arise
- Pre-brief you the day of the event